

**MAILING INSTRUCTIONS:** The ORIGINAL and FOUR (4) copies of this application must be RECEIVED at the STATE address indicated by October 4, 2006 at 4:00 p.m.

**MICHIGAN DEPARTMENT OF EDUCATION**

**August 14, 2006**

**GRANT ANNOUNCEMENT**

**TITLE: Training and Technical Assistance for William F. Goodling Even Start Family Literacy Programs**

**This application packet includes:**

Grant Announcement

Section I General Information for Bidder

Section II Information Required from Bidder

Section III Selection Criteria

Application Checklist

Application Form (IM-02-25-TTA)

**NATURE OF ACTION REQUESTED: Voluntary**

The Michigan Department of Education (MDE) is pleased to announce the availability of funds for a grant to create a comprehensive, integrated, responsive system of technical support for Michigan Even Start Family Literacy projects. This coordinated system will: provide Even Start projects with accurate and timely information, resources and support services focused on improving the quality of family literacy services provided by a local project; support individual projects in addressing their goals for continuous program improvement through attendance at state and national conferences; and deliver systematic training based upon the program elements specified in federal statute. Intermediate school districts, local education agencies including public school academies, institutions of higher education, professional organizations, nonprofit organizations, and others of demonstrated experience in providing high-quality training and technical assistance specific to Even Start family literacy programs, are eligible to apply for a grant. At the June 13, 2006 meeting, the State Board of Education approved criteria to guide the selection of the proposal. One grant will be awarded by competitive application process.

Information for the Training and Technical Assistance for William F. Goodling Even Start Family Literacy Program grant (Form IM-02-25-TTA), including the necessary forms and instructions for completing the application, is available on-line at <http://www.michigan.gov/evenstart>. Applications must be received at the Department of Education by October 4, 2006. An **ORIGINAL AND FOUR (4) COPIES** of the completed application must be submitted at that time.

Questions regarding the 2006-2007 William F. Goodling Even Start Family Literacy Programs grants may be directed to Reneé De Mars-Johnson, Supervisor; or Cheryl Hall, Consultant; Office of Early Childhood Education and Family Services, at (517) 373-8483.

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**MICHIGAN DEPARTMENT OF EDUCATION  
OFFICE OF EARLY CHILDHOOD EDUCATION AND FAMILY SERVICES**

**APPLICATION FOR TRAINING AND TECHNICAL ASSISTANCE FOR THE  
WILLIAM F. GOODLING FAMILY LITERACY PROGRAM GRANT**

**INTRODUCTION**

The Michigan Department of Education is pleased to announce the Training and Technical Assistance for the William F. Goodling Family Literacy Program grant. Even Start is a federal initiative authorized by Title I, Part B, Subpart 3, of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110). Three percent of the award allocated to Michigan must be designated for training and technical assistance.

**GRANT PURPOSE**

The purpose of this grant is to create a comprehensive, integrated, responsive system of technical support for Michigan Even Start Family Literacy projects. This coordinated system will: provide Even Start projects with accurate and timely information, resources and support services focused on improving the quality of family literacy services provided by a local project; support individual projects in addressing their goals for continuous program improvement through attendance at state and national conferences; and deliver systematic training based upon the program elements specified in Federal statute.

**PROPOSAL DUE:** October 4, 2006

**DATE OF ISSUE:** August 11, 2006

**SECTION I: General Information for the Bidder**

**I-A. INTRODUCTION**

The purpose of Even Start is to improve the educational opportunities of low-income families by integrating early childhood education, adult literacy or adult basic education, parenting education and parent/child interaction into a unified family literacy program. Additionally, the expectation is that the program "promote the academic achievement of children and adults" and "assist children and adults from low-income families to achieve challenging State content standards and challenging State student achievement standards." The ultimate anticipated outcome is that the children whose families have been enrolled in Even Start will have at least an even start in their school careers, with the hope that they might experience substantial school success. Comprehensive family literacy programs have been found to be an effective strategy to improve student performance. A

synthesis of local evaluations of Even Start projects has found a consistent pattern of positive gains on children's preschool development (St. Pierre et al., 2000). Family literacy programs provide a setting (both in center-based and home-based models) in which parents can be supported in learning the components that lead to positive literacy development of their children. In addition, the legislation requires Even Start projects to provide high-quality, intensive instructional programs, to comply with staff qualification requirements and use the most highly qualified staff available. Each Even Start project is based upon a partnership between a local education agency and a community-based nonprofit entity.

Federal statute requires that State Education Agencies that receive Even Start funds provide "through one or more subgrants or contracts, technical assistance for program improvement and replication" to local projects. According to Alamprese (2004), the delivery of robust family literacy services requires training and technical assistance and the provision of this support that incorporates the emerging evidence about effective instructional strategies can assist family literacy program staff in delivering quality services. In a discussion of continuous improvement in family literacy programs, St. Pierre, Ricciuti & Tao (2004) indicate the need for technical assistance to provide guidance to local projects on the use of data/evaluation for program improvement. Federal Guidance calls for Even Start staff to receive training in the content of the component area they are working in and to have the opportunity for on-going professional development. Staff development must be of high quality and based on research and the application of research to practice. Staff should also be trained to work with other staff as a team in providing integrated instruction.

The successful bidder will be an entity that has experience in offering high-quality training and technical assistance to family literacy programs. The successful bidder will be responsible for developing and implementing a statewide system of training and technical support that will:

- Improve the quality of Even Start family literacy services.
- Support the continuous improvement of local programs.
- Support the replication of successful programs.
- Assist local programs in leveraging additional local funds to expand family literacy services to families.
- Develop, implement, and use the State's indicators of program quality.
- Provide training in using data to improve participant achievement results.
- Assist programs in implementing high quality, research-based instructional practices.

Prospective bidders should be aware that all states must report on a number of indicators that measure the state's progress in carrying out the legislative requirements of Even Start. Michigan expects local programs to utilize a set of uniform assessments for adults and children, the outcomes of which are shared in an annual performance report. For the most part, the assessments are integrated with the State outcome indicators. Federal statute [1234 (c)(4)] requires that the training and technical assistance provided to local programs prioritize activities to those local programs that struggle to meet the State performance indicators.

## **I-B. PROJECT PURPOSE**

The purpose of this grant is to create a comprehensive, integrated, responsive system of technical support for Michigan Even Start Family Literacy projects. This coordinated system will: provide Even Start projects with accurate and timely information, resources and support services focused on improving the quality of family literacy services provided by a local project; support individual projects in addressing their goals for continuous program improvement through attendance at state and national conferences; and deliver systematic training based upon the program elements specified in federal statute. In addition, the project will partner with the MDE in conducting statewide surveys that collect data pertinent to improving the quality of Even Start Family Literacy services, as well as planning and conducting trainings to support local projects' use of data for continuous program improvement.

The proposed outcomes for the grant are:

### **Information Outcomes**

- Technical assistance and trainings provided to Even Start programs will be of high quality, accurately reflect legislative requirements, and will be based upon research and the application of research to practice.
- Local Even Start programs will be connected to resources and professional development activities that support them in delivering high-quality Even Start Family Literacy services.

### **Knowledge Application Outcomes**

- Local Even Start programs will implement strategies for continuous program improvement.
- Local Even Start programs will become proficient at using data from the local independent evaluation, State performance indicators, and other pertinent assessments to plan instruction and improve participant achievement results.

### **Leadership Outcomes**

- Local Even Start programs will build capacity to sustain implementation through a variety of diverse approaches to collaborative partnerships.
- Leaders of local Even Start programs have skills and knowledge to implement elements of adaptive growth.

## **STATE BOARD OF EDUCATION STRATEGIC GOAL AND INITIATIVES**

The State Board of Education has adopted as its Strategic Goal "Attain substantial and meaningful improvement in academic achievement for all students/children with primary emphasis on high priority schools and students." In addition, the State Board has adopted the following five Strategic Initiatives to implement the goal:

- Ensuring Excellent Educators
- Elevating Educational Leadership
- Embracing the Information Age
- Ensuring Early Childhood Literacy
- Integrating Communities and Schools

To the extent possible, all grant criteria and grant awards will include priority consideration of the Strategic Goal and the Strategic Initiatives. The Training and Technical Assistance for William F. Goodling Even Start Family Literacy Programs Grant will address the strategic goal by supporting and strengthening projects that are funded and service families whose students live in the catchment areas of underperforming schools. In addition, this grant will assist the local program grants to address the initiatives regarding the integration of schools and communities and ensuring early childhood literacy.

## **THE PRIORITY**

Federal program statute guiding the implementation of Even Start requires the State Education Agency to provide through a contract or subgrant “technical assistance for program improvement and replication.” [1233 (a)(2)] This priority supports the establishment of a statewide initiative to provide training and technical assistance to Michigan Even Start Family Literacy projects. This initiative will provide a comprehensive, integrated, responsive system of training and technical support for the delivery of high-quality Even Start Family Literacy services to low-income, undereducated parents and their children.

### **I-C. ISSUING OFFICE**

This Request for Proposal (RFP) is issued for the State of Michigan by MDE, Office of Early Childhood Education and Family Services (ECE&FS). ECE&FS is the sole point of contact in the State for this RFP. All inquiries for this grant should be addressed to: Reneé DeMars-Johnson, [demars-johnsonr@michigan.gov](mailto:demars-johnsonr@michigan.gov) or Cheryl Hall, [hallcheryl@michigan.gov](mailto:hallcheryl@michigan.gov), (517) 373-8483.

### **I-D. TYPE OF GRANT**

It is proposed that, if a grant is entered into as a result of this RFP, it will be a time and materials negotiated grant. Negotiations may be undertaken with the bidder who appears to be the most qualified, responsible, and capable of performing the work outlined in this RFP. The successful bidder will meet with the MDE, ECE&FS Even Start State Coordinator to finalize all details of the grant award including any changes or modifications requested by MDE. The initiative will be a component of MDE’s statewide plan for Even Start Family Literacy and, as such, is subject to change or modifications as directed by MDE. Any equipment purchased is subject to the Education Department General Administrative Regulations (EDGAR). MDE has set \$500 as the defining amount for each item to be considered “equipment” for the Training and Technical Assistance for William F. Goodling Even Start Family Literacy Programs grant. The grant that may be agreed upon will be the most advantageous to the State, price, and other factors considered. The State reserves the right to consider proposals and modifications thereof received at any time before the award is made, if such action is in the interest of the State.

## **I-E. FUNDING**

The proposal will be awarded with William F. Goodling Even Start Family Literacy Program funds as authorized by Title I, Part B, Subpart 3 of the Elementary and Secondary Education Act of 1965, reauthorized under the No Child Left Behind Act of 2001, P.L.107-110. Specific criteria related to the provision of training and technical assistance are referenced in sections 1233(a)(2) and 1234 (c)(4). The total amount available ranges from \$289,000-\$376,000 over three years, pending federal appropriation. The first year award would equal \$200,000, while subsequent years would diminish to approximately \$87,500.

The first project funding cycle is 7 months, beginning December 1, 2006 and ending June 30, 2007.

## **I-F. PROJECT PERIOD**

The project will be awarded for up to three (3) years contingent upon an external performance evaluation after the first year as approved by MDE, ECE&FS Even Start State Coordinator. Continued funding will be contingent upon approval from the Superintendent of Public Instruction, availability of federal funds, and the successful implementation of project activities and outcomes.

## **I-G. ELIGIBLE APPLICANTS**

Eligible applicants include intermediate school districts, local education agencies including public school academies, institutions of higher education, professional organizations, non-profit organizations, and others of demonstrated experience in providing high-quality training and technical assistance specific to Even Start Family Literacy programs. All who plan to submit a proposal must complete and return a "Notice of Intent to Apply" form (Attachment A) to Cheryl Najm at [najmc@michigan.gov](mailto:najmc@michigan.gov) or by fax at (517) 335-0592 by September 28, 2006 so that the appropriate number of peer review panelists can be secured.

## **I-H. RESPONSE DATE AND DELIVERY ADDRESS**

Due to current security measures, THIS GRANT APPLICATION MAY NOT BE HAND-DELIVERED. The ORIGINAL application bearing ORIGINAL signatures (in blue ink) and four (4) copies (FOR A TOTAL OF FIVE) of the completed application **must be documented by delivery agent for delivery on or before 4 p.m., Wednesday, October 4, 2006.**

Acceptable packaging and mailing procedures are:

- **The postmark or other mailing validation must be documented by delivery agent for delivery on or before Wednesday, October 4, 2006.** The original grant and copies should be enclosed in a sealed envelope within the mailing package. The checklist on page 19 must be completed and attached to the top of the original application for appropriate check-in by the unit secretary. If the applicant used a delivery service, the **dated receipt** for

delivery service must be available to **validate the October 4, 2006** delivery agreement.

- When the grant application is received, the check-in form on the front of the application package will be signed by the appropriate MDE personnel and then faxed to the applicant to verify receipt of the application and participation in the competitive process at MDE. **The applicant is responsible for contacting Cheryl Najm at (517) 373-8483 or [najmc@michigan.gov](mailto:najmc@michigan.gov) by October 4, 2006 if the applicant does not receive a faxed copy of the signed check-in form.**
- In case of a late delivery of the grant application, verification of appropriate delivery efforts will be required to participate in the competitive grant process.

Applications sent by mail should be addressed to:

REGULAR MAIL

Michigan Department of Education  
Office of Early Childhood Education and  
and Family Services  
P.O. Box 30008  
Lansing, Michigan 48909

OVERNIGHT/EXPRESS

Michigan Department of Education  
Office of Early Childhood Education  
and Family Services  
Hannah Bldg. – 4<sup>th</sup> Floor, Pillar H-17  
608 W. Allegan Street  
Lansing, Michigan 48933  
(517) 373-8483

**No facsimile transmissions will be accepted.** Late application, an application submitted by facsimile, or an application submitted, but not in accordance with the application preparation instructions (below), will not be accepted and will be returned to the applicant **without review**.

#### **I-I. REJECTION OF PROPOSALS**

The MDE, ECE&FS reserves the right to reject any and all proposals in whole or in part or to negotiate separately with any sources whatsoever to serve the best interests of the State. Additionally, past performance on other grants, demonstrated knowledge of the Even Start Family Literacy program or other relevant factors will be considered when recommendations for the grant award are made to the Superintendent of Public Instruction.

#### **I-J. PERFORMANCE REPORTING**

As a condition of receiving funding, the recipient will provide the MDE, ECE&FS with progress reports describing the project's progress on the approved work plan. The MDE, ECE&FS may place these progress reports on a website. Additional information needed to assist the State in meeting its federal reporting requirements for this program will also be required. Reports may be required by the MDE, ECE&FS at any time. The MDE, ECE&FS reserves the right to suspend or terminate the grant program if there is lack of progress.



## **I-K. ACKNOWLEDGEMENT**

All hard copy and electronic publications including news releases, reports, films, brochures, CD-ROMs, videos, DVDs or any project material developed with funding with this grant must be approved by the MDE before dissemination. All products and materials must include the following statement:

*This document was produced through a grant titled "Training and Technical Assistance for the William F. Goodling Even Start Family Literacy Program" awarded by the Michigan Department of Education. The opinions expressed herein do not necessarily reflect the position or policy of the Michigan State Board of Education and no endorsement is inferred. This document is in the public domain and may be copied for further distribution when proper credit is given. For further information or inquiries about this project, contact Reneé DeMars-Johnson, (517) 373-8483, [demars-johnsonr@michigan.gov](mailto:demars-johnsonr@michigan.gov).*

## **I-L. APPLICANT'S CONFERENCE**

An application technical assistance conference call will be held as follows:

**August 22, 2006**

1:30 – 2:30 p.m. EDT

Dial In: 1-888-252-9633

Passcode: 9325637

The purpose of this applicant's conference call is to discuss the Training and Technical Assistance for William F. Goodling Even Start Family Literacy Programs grant and to allow applicants to ask questions related to the application and implementation process. The Office of Early Childhood Education and Family Services staff will be available to provide technical assistance as needed. There is no charge for this applicant's conference call.

## **I-M. ADDENDUM**

In the event that it becomes necessary for the Office of Early Childhood Education and Family Services to revise any objective in Section II, an addendum will be posted on the MDE website and provided in writing to all potential bidders who have notified the MDE, Office of Early Childhood Education and Family Services of their intent to submit a proposal.

## **I-N. ORAL PRESENTATION**

Bidders who submit a proposal may be required to make an oral presentation of their proposals to MDE. These presentations provide an opportunity for bidders to clarify the proposal to insure thorough mutual understanding. The Office of Early Childhood Education and Family Services will schedule these presentations, if required.

## **I-O. PROPOSAL PREPARATION, FONT SIZE, AND PACKAGING**

Applications should be prepared simply and economically, with the narrative portion of the proposal no more than twenty (20) pages in length, one-and one-half-spaced and with a font no smaller than Times 12 point, and margins no smaller than one inch. The only exception to the spacing requirement is on the Abstract page and the Budget Detail, footnotes, charts, and tables where single spacing is allowed. All application pages must be securely stapled, rubber- or paper-banded or clamped. Special bindings and binders should not be used. Relevant support documents may be attached to the application. Such support documents are not counted in the 20-page limit. Supplementary materials prepared commercially will not be reviewed. Incomplete applications or applications disregarding page specifications will not be reviewed or considered for funding.

## **I-P. GENERAL REQUIREMENTS**

### **FUNDING PROCESS**

The Michigan Department of Education will make the Training and Technical Assistance for the William F. Goodling Family Literacy Program grant available through a competitive process.

### **PAYMENT SCHEDULE**

All recipients are required to request funds, as needed to pay bills, from the Michigan Department of Education. The Michigan Department of Education (MDE), Office of Financial Management administers the Grants Cash Management and Reporting System (GCMRS). This system allows recipients of federal and state grants to report expenditures and request cash via the Internet.

### **FINANCIAL REPORTING**

A final expenditure report (DS-4044) with a separate expenditure detail will be required for all projects. The final report is due within 60 days of the ending date of the project. It is expected that programs have standard account audits completed prior to the submission of the DS-4044. Agencies/districts that receive more than \$500,000 in federal funds are subject to the Circular A133 audit requirements.

## **I-Q. APPLICABLE REGULATIONS**

### **NON-DISCRIMINATION AND OTHER COMPLIANCE WITH LAW**

Applications must include a statement of assurance of compliance with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. Grantee agrees to comply with all applicable requirements of all State statutes, federal laws, executive orders, regulations, policies and award conditions governing this program. Grantee understands and agrees that if it materially fails to comply with the terms and

conditions of the grant award, the Michigan Department of Education may withhold funds otherwise due to the grantee from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the grantee comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). The Department may withhold up to 100 percent of any payment based on a monitoring finding, audit finding or pending final report.

## **AMERICANS WITH DISABILITIES ACT**

The Michigan Department of Education is committed to providing equal access to all persons in admission to, or operation of its programs or services. Individuals with disabilities needing accommodations for effective participation in this program are invited to contact the Michigan Department of Education for assistance.

## **CONTINUATION OF FUNDING**

Continuation of the grant will be contingent upon sufficient progress toward meeting program objectives. Determination of progress will be based on a written description by the recipient of project accomplishments and adherence to all required reporting deadlines.

## **SECTION II: Information Required from Bidder**

### **II-A. COVER AND ASSURANCES**

The cover page of the proposal (page 1 of form IM-02-25-TTA) must include: (1) the title of the grant; (2) the organization name and address; (3) the phrase "Authorized Negotiator," followed by the typed name, title, and phone number of the person authorized to negotiate the proposed Grant Agreement with the Department of Education; and (4) the phrase "Submitted with the assurance that this proposal will remain valid for at least sixty days from the due date, by:" followed by the signature, typed name and title, and date of the signature of the person authorized to execute legally binding Grant Agreements with the State of Michigan. Bidders may list alternate negotiators for item (3) above on a separate sheet.

Assurances and Certifications (pages 1, 1a and 1b) must be reviewed and validated by signature by the person authorized to execute legally-binding Grant Agreements with the State of Michigan.

### **II-B. BUSINESS ORGANIZATION**

State the full name and address of the organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work proposed. Indicate whether the organization operates as an individual, partnership, or corporation. If it is operated as a corporation, include the state in

which it is incorporated. If appropriate, state whether it is licensed to operate in the State of Michigan.

## **II-C. ABSTRACT AND GRANT GOALS**

A Project Abstract of the proposed program must be completed and returned with the application. This page should explain enough of the project to be able to be duplicated and distributed to others that may ask for information about the Even Start project. The Project Abstract is to be ONLY one page. This page may be single-spaced with a 10-point font size and have margins of less than one inch.

The Project Abstract must describe the activities of the project to meet the goals (Description of Project), highlight key people who will be involved with the project (Qualifications of Key Personnel), and provide a statement regarding the applicant commitment to and capacity for carrying out the project (Applicant's Commitment and Capacity). Please note that the "Description of Project" will be used as a summary of the project.

The Applicant **MUST ADDRESS** the following goals:

### **Information Dissemination**

**Goal I:** Development of an information management and dissemination system using a variety of technology applications and methodologies to collect and disseminate information and materials that are relevant to the delivery of high-quality Even Start Family Literacy services. The system should include:

- Guidelines that govern the *INITIATIVE*'s obligations and responsibilities in disseminating information including protocols and processes that ensure relevancy, accuracy, utility, and accountability including:
  - A database of resources and relevant information consistent with the federal requirements for Even Start Family Literacy programs.
  - A variety of formats to address the diversity of needs of Michigan Even Start programs.
  - Use of technology-based strategies to connect local programs with a wide array of state and national resources.
  - A calendar of trainings available to programs offered directly by the *INITIATIVE* as well as by local, state or national organizations.
  - Strategies that build upon existing resources and help eliminate duplication of information, services and training.
  - A system of outreach to support underperforming projects and to support the replication of successful programs.
  - Effective marketing strategies to promote the use of the project's information, training, and services.

Evaluation of this goal will include the extent to which those accessing the project's services report that:

- Information about the availability of this source of information was easily available to Even Start Family Literacy programs in Michigan.

- Information they received regarding resources was accurate, relevant, and helpful to the delivery of high-quality Even Start Family Literacy services.
- Training and resources supported the continuous improvement of local Even Start Family Literacy programs.

## **Knowledge Application and Technical Assistance**

**Goal II:** Develop a statewide training and technical assistance program that includes:

- Assistance to programs in implementing high-quality, research-based instructional practices.
- Training in using data to improve participant achievement results.
- Training designed to improve the quality of instruction in each of the four component areas of Even Start, as well as integration of the components.
- Support to individual local programs in addressing issues of continuous improvement, to include a mentoring training and structure, with a cadre of individuals available for mentoring local programs.
- Strategies to facilitate the replication of successful programs.
- Assistance to local programs in leveraging additional local funds to expand family literacy services to families.

Evaluation of this goal will include the extent to which Even Start staff who participate in training or receive technical assistance report that:

- The training was useful and had direct application to their work in Even Start.
- They have incorporated new strategies learned in the training into their instructional practices.
- They have an understanding of and can identify the research base for the instructional strategies used in their program.
- The technical assistance they received supported their efforts to improve and/or expand the family literacy services to families.

## **Leadership Training**

**Goal III:** Identify resources, training and support mechanisms to ensure local Even Start programs are able to implement high-quality, community-based family literacy programs that respond to the needs of the community through the development of strong leadership skills of all staff. Elements that may be addressed in this goal include:

- Relationship with the local program evaluator, in which the Even Start coordinator and staff utilize the *Guide to Local Evaluation* to direct the expectations of the evaluation and implement the recommendations contained in the evaluator's report in order to assure continuous improvement.

Evaluation of this goal will include the extent to which Even Start coordinators and staff:

- Report that they utilize data to develop strategies that build capacity in order to sustain implementation through a variety of diverse approaches to collaborative partnerships.

- Display skills and knowledge related to elements of adaptive growth.
- Report that they have been involved in the evaluative activities designed by the local program evaluator and are conversant with the outcomes and recommendations provided in the annual report.

## **Project Coordination**

**Goal IV-A:** Develop and implement a systemic plan to coordinate with other information, technical assistance, and training service providers such as the MDE Office of Early Childhood Education and Family Services and their state and federally funded initiatives, other agencies and projects addressing the four components of Even Start (adult education, early childhood education, parenting education, and interactive literacy activities between parents and their children).

The plan should include the development of:

- Collaborative strategies for outreach to professional organizations in family literacy and the core component areas.
- Collaborative strategies that facilitate state, regional and local training and support.
- A process to identify materials, resources and training not currently available to Michigan Even Start programs and a plan for acquisition and/or development.
- Strategies to assist local program staff in accessing resources and participating in trainings and conferences.

**Goal IV-B:** Coordinate with the MDE, Office of Early Childhood Education and Family Services on a quarterly basis to ensure alignment with federal statute and guidance, the *Guide to Quality*, other General Supervision responsibilities, and other MDE initiatives that support family literacy.

The *INITIATIVE* will contract with an entity to compile and make outcome indicator data accessible to local Even Start programs, in a variety of formats, responsive to the MDE, ECE&FS and local program's needs.

Evaluation of this goal will include:

- Documentation of the regular communication with the ECE&FS; evidence of responsiveness to any identified needs.
- Evidence of the timely submission of required documents and reports.

The applicant is encouraged to clearly address all goals in response to this Request for Proposal. Additional application instructions can be found in the selection criteria described in the pages that follow.

## **II-D. REVIEW PROCESS**

All proposals will be reviewed using a two-tiered review process, including a peer review system. Award selections will be based on merit, as determined by points awarded in accordance with the Review Selection Criteria Section, all relevant information provided on the proposal, and final review considerations. Based on this process, the MDE, ECE&FS will provide formal funding recommendations to the Superintendent of Public Instruction.

The maximum score for the following criteria is 100 points. In addition to the content of the categories below, the Superintendent of Public Instruction may apply other factors in making funding decisions, such as the performance of the fiscal agent on previously funded initiatives. Proposals should be developed to reflect the outline of the criteria.

Quality of Project Design	30 points
Adequacy of Resources and Commitment	10 points
Quality of Personnel	10 points
Quality of Management Plan	20 points
Evaluation	10 points
Significance	10 points
Budget	10 points

## **II-E. REVIEW CRITERIA**

The following selection criteria should be used as a guide when writing the proposal. The reviewers will judge all proposals according to the elements described in the criteria. The proposal most likely to be funded is the one that has most completely addressed all of the elements described in the following criteria.

## SECTION III: Selection Criteria

### Quality of Project Design (30 points)

The applicant is asked to describe the objectives and strategies, activities and services (with anticipated timelines) for implementing a project that will address all of the aforementioned goals of the Training and Technical Assistance for William F. Goodling Even Start Family Literacy Program grant.

Not Recommended for Funding (0-6 points)	Recommended for Funding with Revisions (7-16 points)	Recommended for Funding (17-25 points)	Highly Recommended for Funding (26-30 points)
The proposal: does not articulate objectives that are connected to determining the success of the project.	The proposal: provides objectives, some of which are not measurable, or objectives are not provided for the entire scope of the project.	The proposal: contains objectives that are attainable and will assist in determining the success of the entire project.	The proposal: contains clear, attainable, measurable objectives and strategies to meet the objectives against which the progress and success of the full project will be measured. Applicant prominently discusses how the objectives and strategies can contribute to but not substitute for the State program indicators.
does not directly relate activities and services to the project goals.	contains activities and services that aren't necessarily in direct support of the goals for the Training and Technical Assistance for William F. Goodling Even Start Family Literacy Program grant or a majority of goals are not addressed.	indicates time- framed activities and services that will support project objectives. Refers to the majority of goals.	includes a description of appropriate activities, services, and timelines to achieve project objectives and incorporates all of the goals identified in this announcement.



## Adequacy of Resources and Commitment (10 points)

The applicant should describe projects that have been undertaken in the past related to family literacy, training and technical assistance and review the infrastructure that is in place to assure the success of this project.

Not Recommended for Funding (0-1 points)	Recommended for Funding with Revisions (2-4 points)	Recommended for Funding (5-8 points)	Highly Recommended for Funding (9-10 points)
The proposal: does not provide a discussion that allows one to determine that the applicant has implemented a program that could serve as a basis for a successful training and technical assistance program.	The proposal: provides a discussion of activities that have occurred in the applicant's agency without providing information on the success of the activities, OR success of activities may be discussed, but the activities discussed do not align with the anticipated activities necessary to achieve the goals of this grant.	The proposal: gives evidence that applicant has successfully implemented a training or technical assistance program. The success of that program is discussed.	The proposal: provides objective evidence that the applicant has implemented comprehensive, complex projects in the past. Evidence of success in operating a training and technical assistance or education program is prominently discussed. Evidence includes qualitative and quantitative data on positive outcomes of previous activities.

## Quality of Personnel (10 points)

The applicant should identify individuals who will be associated with the project and its implementation. In lieu of actual named individuals, the applicant should address the qualities and qualifications of the individuals who would be sought for implementation.

Not Recommended for Funding (0-1 points)	Recommended for Funding with Revisions (2-4 points)	Recommended for Funding (5-8 points)	Highly Recommended for Funding (9-10 points)
The proposal: is missing the description or provides a weak description of how personnel integrate into the administration of the project.	The proposal: suggests personnel to implement the project that have little or no experience in a project of the scope proposed or not exhibiting the skills and training necessary to ensure attention to the elements of strong family literacy programming.	The proposal: discusses how specific staff will be assigned to the project and ensure implementation, but may themselves need additional training prior to full implementation of the project.	The proposal: designates responsibilities to specific personnel who are qualified to develop, administer and implement the project. Personnel have significant knowledge of the operation of Even Start Family Literacy programs.

## Quality of Management Plan (20 points)

Applicants address the methods in which the project will meet deadlines, achieve goals and attend to continuous improvement.

Not Recommended for Funding (0-4 points)	Recommended for Funding with Revisions (5-9 points)	Recommended for Funding (10-17 points)	Highly Recommended for Funding (18-20 points)
The proposal: does not address how the applicant anticipates implementing, reviewing and adjusting all activities over the course of the project.	The proposal: contains a plan to administer the project.	The proposal: suggests a management plan that will ensure the project be implemented in the manner prescribed by the objectives of the project.	The proposal: includes an effective plan to ensure proper and efficient administration of the project, assuring review of actions for continuous improvement of the implementation of all components of the training and technical assistance activities.

## Evaluation (10 points)

The applicant is asked to describe the preliminary evaluation plan, and discuss ways that the activities described will be effective.

Not Recommended for Funding (0-1 points)	Recommended for Funding with Revisions (2-4 points)	Recommended for Funding (5-8 points)	Highly Recommended for Funding (9-10 points)
The proposal: gives few details about a plan for evaluation. The evaluation described relies heavily on satisfaction surveys or other less-rigorous measures.	The proposal: discusses an evaluation designed to measure some goals of the overall project, but may not address all elements of the required activities.	The proposal: provides the framework for a complete evaluation that measures the degree to which the project succeeds in reaching its goals and objectives.	The proposal: describes a preliminary rigorous and objective evaluation plan that measures the progress and success of the project in achieving its clearly stated and attainable objectives, utilizing concrete and quantifiable means of measurement.

## Significance (10 points)

Points are ascribed for projects that are most likely to be successful in meeting the goals of the Training and Technical Assistance for William F. Goodling Even Start Family Literacy Program grant, implementing the required elements, and thus have a significant impact on the quality of Michigan's local Even Start programs and their ability to impact the lives of families and their young children.

Not Recommended for Funding (0-1 points)	Recommended for Funding with Revisions (2-4 points)	Recommended for Funding (5-8 points)	Highly Recommended for Funding (9-10 points)
The proposal: does not provide a sense that the applicant has the wherewithal to implement a program that would assist local Even Start projects with the support necessary to significantly impact the lives of families.	The proposal: addressed all goals and expectations of the grant, but the activities discussed do not align with the anticipated activities necessary to achieve the goals of this grant.	The proposal: provides a sense that the applicant has the ability to provide a training and technical assistance program that will provide support to the local programs, addressing all goals that are outlined for the initiative.	The proposal: elucidates a plan that assures that the applicant has a strong foundational knowledge of Even Start Family Literacy programming, the ability to implement timely and effective training and technical assistance and will implement a comprehensive program to address all goals outlined for the initiative, thus having a significant impact on the quality of Michigan's Even Start programs.

## Budget (10 points)

This section provides information to demonstrate that the project has an appropriate budget and is cost effective. The budget must be reasonable in relation to the scope of the project and the expected outcomes. Reviewers will be instructed to score this section after reviewing the narrative portion of the application.

**Indirect costs** are prohibited by the Even Start legislation.

Further guidance on allowable costs is provided in OMB Circular A-87 for those fiscal agents that are local education agencies, OMB Circular A-21 for those that are institutions of higher education, and OMB Circular A-122 for nonprofit community-based organizations that are assuming fiscal responsibility for the grant.

Applicants are advised to consult Appendix A of the Public School Accounting Manual to determine appropriate function and object codes for the anticipated expenses for the project being proposed. The Michigan Public School Accounting Manual is available online at [www.michigan.gov/accountingmanual](http://www.michigan.gov/accountingmanual).

The budget summary must be completed and signed by the fiscal and administrative personnel of the district/agency/organization. Attach a detail that explains the line totals presented in the budget summary.

Not Recommended for Funding (0-1 points)	Recommended for Funding with Revisions (2-4 points)	Recommended for Funding (5-8 points)	Highly Recommended for Funding (9-10 points)
The proposal: contains a summary, but does not provide a budget detail.	The proposal: provides a budget and detail of expenditures not directly related to the activities proposed in the plan.	The proposal: provides a detail of expenditures directly related to the activities proposed in the plan. Budget summary and/or detail contains minor transposed numbers or addition errors. Some costs may not support or are in excess of what is needed to implement the plan.	The proposal: provides clearly detailed expenditures directly related to the activities proposed in the plan. The expenditures are accurately reflected in the budget summary. Costs detailed are reasonable for the quality of the project activities proposed and align with budget guidelines.

## APPLICATION CHECKLIST FOR GRANT APPLICANTS

Applicant Name \_\_\_\_\_ Fax (\_\_\_\_\_)\_\_\_\_\_

- ☐ Is the application one-and-one-half-spaced?
- ☐ Is the application in a font no smaller than Times 10 point?
- ☐ Is the Narrative portion no more than 20 pages in length?
- ☐ Are the Application Cover page and Assurances and Certifications page signed by the authorized signatory?
- ☐ Is the Budget Summary signed by the authorized signatories?
- ☐ Are the forms completed and bound to the original and ALL four copies in the following order?
  - ☐ Application Cover Sheet (page 1 of application)
  - ☐ Assurances and Certifications (pages 1a and 1b of application)
  - ☐ Project Abstract (page 2 of application)
  - ☐ Budget
    - ☐ Budget Summary (page 3 of application)
    - ☐ Budget Detail
  - ☐ Relevant support documents

**ATTACH THIS FORM TO THE ORIGINAL APPLICATION, ACCORDING TO PACKAGING AND MAILING INSTRUCTIONS ON PAGE 6. APPLICATIONS NOT MEETING THE ABOVE STANDARDS WILL BE DENIED AND RETURNED TO THE APPLICANT.**

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**Package received by MDE:**

**Staff initials**\_\_\_\_\_ **Date**\_\_\_\_\_



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**NOTICE OF INTENT TO APPLY  
FOR THE TRAINING AND TECHNICAL ASSISTANCE FOR  
WILLIAM F. GOODLING EVEN START FAMILY LITERACY  
PROGRAMS GRANT**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Submit this form no later than **September 28, 2006** to assist Michigan Department of Education staff in determining the number of reviewers that will be necessary.

Submission of this notice is not a prerequisite for application of grant funds, nor does it obligate the organization to submit an application. Participation in the Technical Assistance Conference Call is suggested to determine if your organization qualifies for the grant program.

Please mail or fax this form to:

Michigan Department of Education  
Office of Early Childhood Education and Family Services  
P.O. Box 30008  
Lansing, MI 48909  
FAX: (517) 335-0592